

# **REPORT TO THE COUNTY EXECUTIVE FIRST QUARTER - 2007**

## **ADMINISTRATIVE SERVICES**

The Administrative Services Department submits the following report for the 1st quarter of 2007:

- Hosted a Regional Strategic Planning Session over a period of two days at the Doubletree Hotel for the Region 3 Homeland Security Planning Board.
- Conducted ISD Senior Technician Position interviews.
- Formed and Chaired Bay County's 150<sup>th</sup> Anniversary Committee, holding weekly meetings.
- Closed out of the 2005 Homeland Security Grant.
- Attended the 2006 Michigan Recreation Parks Association Conference in Grand Rapids.
- Participated in the interview process for the Juvenile Facility Director positions.
- Recommended to establish a policy on how to handle requests for fee waiver of rental fees for County-owned facilities by governmental and nonprofit organizations.
- Recommended the renewal of the Summer Youth Recreation Program contract with the Bay City Public Schools and Boys & Girls Club of Bay County.
- Presented a reduced-cost Family Skate program with local schools, in collaboration with the Bay Area Community Foundation's endowment fund; project "Cool Ice".
- Completed and submitted two (2) MNRTF/Access to Recreation Grants offered through the DNR and W.K.Kellogg Foundation. For Archery in the Schools and Universal Access to Pinconning Park.
- Held numerous meetings regarding the participation in the Michigan/USDA Summer Food Service Program. A 3 week pilot program will be implemented at the Bay County Community Center in the Summer Recreation program.
- Participated in the Midland County Office of Emergency Management's 2007 Officials Public Breakfast. Was asked to speak briefly on the overall status and

accomplishments of the Region 3 Homeland Security Planning Board.

- Initiated and began monthly staff meetings with newly appointed departments; Civic Arena and Golf Course.
- Reinstated Administrative Service Staff meetings on a quarterly basis.
- Completed the last of FIST site visits.
- Attended developmental meetings regarding the placement of delinquent tax information on the county web site; Health Receivables SAMSA financial report meetings; Bay 3TV partnership meetings; PreCovery Planning Meetings; Hazardous Mitigation update meetings; and homeland security grant meetings.

### **Buildings & Grounds**

- Attended MRPA Seminar in Grand Rapids.
- Inspected two jail security systems in Grand Traverse County.
- Working on DNR Trust Fund Grants for Bay County Fairgrounds and Pinconning Park.
- Working on Summer Recreation Program marketing. In the process of implementing new ideas such as payment by credit card and online registration and incorporating Food Service Program which will be new this year
- Gearing up for Historical Society Tour of Homes/Buildings—part of their tour this year will include the Bay County Building.
- Planning a County Auction for May 10<sup>th</sup>. Butler Auctions will perform the auction.
- Working on plans to take down the Pinconning Water Treatment Plant at Pinconning Park.
- Completed a new wall and installed three windows in Judge Sheeran's office.
- Installed additional lighting in Judge Sheeran's office.
- Finished numerous improvements to the Health Department for their accreditation.
- Complete remodel of 911/Central Dispatch consoles. Assisted 911 with new furniture installation and assisted Huron County on how to install 911's old furniture that they purchased.

- Relocated door entry and intercom system at 911.
- Installed two relays on Munger generator for alarms.
- Built display case and base for 6' long model ship that was donated to the County by Mike Winters and made sign for display.
- Preparing for installation of the west air handling unit above the Health Department. Installed new 400 amp disconnect switch and wiring for new 40 ton HVAC unit on Health Department.
- Built steel and wooden shelving units for the Health Department.
- Installed new kitchenette and cabinets at the Health Department.
- Remodeled Immunization area of Health Department.
- Installed two additional outlets in Health Department break room.
- Remodeled Barb Kraycsir and Paul Cormier's offices at Health Department.
- Installed a new 90-gallon hot water heater in County Building.
- Installed additional circuit in ISD server room.
- Installed new security system at Civic Arena.
- Removed all the old tables from the Jury Assembly room and put together six new tables.
- Working on both chillers at the LEC.
- Painted several ceilings in the LEC—prisoner damage.
- Installing new lights in basement of Community Center.
- Removed two ovens and installed two new ovens in Community Center kitchen.
- Added two additional receptacles in District Court.
- Painted numerous sidewalks along Court Facilities.
- Painting in the Court Facilities.
- Repaired make-up air unit at Mosquito Control.

- Rewired unit heater at Mosquito Control.
- Installed conduit and wire for stationary vacuum at Mosquito Control.
- Numerous signs made for Mosquito Control, Health Department, Court Facilities, and LEC.
- Built and installed 60 lin. ft. steel shelves at LEC.
- Moved offices/break rooms on 7<sup>th</sup> and 8<sup>th</sup> floors and patched and painted Executive Conference Room on 4<sup>th</sup> floor of the County Building.
- Installed new door at Canteen.

### **Community Center**

- Men's Basketball League concluded—finished with over 50 teams and over 500 players participating in the league.
- Women's Volleyball League concluded—over 30 teams and over 150 players.
- Men's Volleyball League concluded—over 25 teams and over 125 players.
- Christian Fellowship Basketball League concluded—10 teams and over 100 players.
- Held Health and Fitness Expo in conjunction with the St. Pat's Parade Committee—over 400 in attendance.

### **Civic Arena**

- The first quarter of the year started strongly for the Civic Arena. The hockey association took off less time this year for the holidays and started back full swing January 2. They rented almost \$34,000.00 of ice in January, \$37,000.00 in February, (up over \$11,000.00 from 2/06) and \$19,000.00 in March.
- Our adult league had a record 24 teams in our men's league. Their season wrapped up the last weeks of March. On average, each team pays about \$2100.00.
- In March the rink hosted two very successful hockey tournaments. Puck o the Irish I, March 9 -11, had 5 divisions of play including mite, squirt, pee wee, bantam and midget. Puck o the Irish II, March 16 -18, had 4 divisions of play including squirt, pee wee, bantam, and midget. Both tournaments had 26 teams. They were extremely successful.
- The Civic Arena has had some equipment problems this quarter. Tom Berry had

to put a new pump in the domestic (used for showers, hand sinks, etc) hot water heater (\$603.00), a new pump in the compressor (\$1235.00) and is working on rebuilding the Munter's (dehumidification) unit in the Olympic rink (\$13,600.00). In the coming quarter, he will also be completing, with the help of Cimco Refrigeration, a top end overhaul of the compressors.

### **Golf Course**

- Point of Sale upgrade completed to pro shop.
- Purchased 1 Acre property adjacent to #14.
- Opened Golf Course March 30<sup>th</sup>.
- All the Golf Leagues have signed up and are ready for the '07 season, with the addition of 1 extra league on Thursday.
- Completed '07 seasonal staffing.

### **Information System Division**

#### **Departmental Projects/Technical Projects**

- A Network Vulnerability Assessment was performed this quarter. A few highlights were; externally, our network is highly protected, internal issues were identified including a social environmental test that was performed which identified a small number of security issues that need to be addressed. The entire confidentiality report is available for viewing in ISD.
- Copy/Print/Scan and Fax machines to replace the XEROX copier contract which expired on December 31, 2006 received bids from 6 potential vendors. The final analysis is taking place with an anticipated cut over in the Second Quarter of 2007.
- Offered and he accepted Brandon Short to take the Senior Technical Coordinator open position. Brandon's first date of employment was March 26, 2007.
- A number of PC's and other miscellaneous equipment that was ordered at the end of the 2006 budget year have been deployed. The second round of PC's from the Board of Commissionaire approval from July, 2006 will be ordered and implemented in the second quarter.
- Two PC's have had FireTrax software loaded and an additional 2 laptops will have the FireTrax installed as well.
- Wireless connectivity for the EOC area was completed in the first quarter with a

tentative game plan of having a live test of the capability of the five laptops as well as accessing the Internet for the E-Team portion of Disaster Recovery procedures.

- Working with potential vendors to replace SunGard, which is our off-site Disaster Recovery solution, with a vendor located in closer proximity of Bay County. Currently, SunGard has a unit in Philadelphia which from a logistic point of view is not acceptable.
- Command trail will have the SpeedNet antenna connected and part of the EOC center testing, would test the Command Center trail for access as well.
- Researching a new Help Desk software product that is much more robust and user friendly than the current system in place today. This platform may also support the Building and Grounds request for services. A demo and 30 day trial period will take place in April/May of 2007.
- Reorganized the staff office locations to better serve the employees of the County through better communication with the internal IDS staff. The changes appear to be positive at this point.
- Contacted DMC to add on an additional TEST environment for the New World upgrade that needs to be in place no later than the 3<sup>rd</sup> quarter of 2007.
- Reviewing the contract between the City and County with regards to the Sheriff's portion of maintenance contract with New World. All intentions are that the results of this endeavor will be fair and equitable to all parties involved.
- A meeting was held concerning the status of Direct Deposit. The outcome of this meeting initiated the research of facts concerning the cost and time frame to have Direct Deposit available for all County employees. It was discovered that the cost of Direct Deposit was already being absorbed through the Treasurers office and that in fact, including both tangible and non-tangible costs, a savings to the County, in possibly thousands of dollars, is a realistic outcome. Programming and other necessary procedures are in the works and Direct Deposit will be in full use by the end of the 2<sup>nd</sup> quarter, 2007.
- Site visits have been completed for the three potential Financial systems under consideration and that the vendors have been invited to demonstrate their respective solution to the F.I.S.T. committee in the second quarter with a recommendation to the Board following.
- The BS & A taxation system and Equalization have been loaded on a County server and the appropriate training is taking place. The conversion of current data has been completed with a final authorization to move forward with the live

system in the 2<sup>nd</sup> quarter of 2007.

- Web application access to the Intranet solution for Travel Requests will be presented for final approval at the April meeting and go-live arrangements will be discussed with implementation immediately following this discussion.
- Tape rotation has been implemented which has a cycle of three sites that are rotated based on a scheduled pick up and drop off at each site. A recovery testing will take place in the 2<sup>nd</sup> quarter to ensure that the procedure is working correctly with the proper tape back up.
- Installed a new server for the Sheriff department. The older server was consistently running out of available disk space and the processing power was becoming inadequate. Since the installation, the Sheriff's office has experienced minimal downtime due to faulty and outdated equipment.
- A virus that entered the Bay County network was a result of the State of Michigan attack which affected all entities that had connectivity to the State network. After approximately two weeks of removing and isolating the outbreak, the virus is now contain. Fortunately, the virus was controlled from exposing the entire county network via the firewalls/network appliances that we have in place.
- Mitchell & McCormick, a software vendor that offers a Health Care software solution for the Health Department was discussed with a number of commissionaires and administration and the direction received was to continue modifying the current in-house software with the anticipation of the vendor software being purchased and installed at a later date this year.
- The "Airport Project", which is an endeavor from the Courts to have the day to day court docket available to the viewing public via two large plasma screens located at the entrance in the Court Building and four individual screens that will be mounted at the appropriate courtroom. All changes to the docket will be refreshed on a 30 minute interval which will reduce the need for paper shuffling to remove and re-post the changes at each court room.
- A process to backup all the individual court PC's (recorders) is installed and after further testing and modifications will be placed in production in the second quarter. Currently, it is maintain manually for each PC and this process will automate the backup as well as off-site storage of critical case documentation.

## **CORPORATION COUNSEL**

During the first quarter of 2007, the Department of Corporation Counsel continued to

draft and review contracts, including the RFP and agreement with AT & T Michigan for Bay County's telephone service. Corporation Counsel represented the County Treasurer in foreclosure matters for unpaid taxes and worked with Housing Department staff on tenant issues at Center Ridge Arms. Research of Pinconning Park and the Bay County Fairgrounds properties in conjunction with the Department of Administrative Services' review of the County Recreation Plan and research and discussion of the road patrol agreement with the townships was also conducted. This Department also spent considerable time responding to requests for information from the Bay City Times for their "Sunshine Week" article and in reviewing and responding to other FOIA requests. Assistance was given to other Departments on various personnel, procedural and contractual issues.

## **FINANCE DEPARTMENT**

### **Payroll**

We concentrated on year-end activities (journal entries, tax reporting, various government reports).

W-2's (714) were distributed to current and former employees on January 26.

1099-MISC tax forms (197) were mailed prior to January 31.

Prior year's vacation checks were distributed on February 23 to 56 employees, totaling \$65,139.

Processed Probate Court USWA and District Court AFSCME Units' 2006 & 2007 retroactive pay checks.

Processed 2006 retro pay checks for Road Patrol Supervisor Unit, Non-Represented employees & Elected Officials.

Processed journal entries to accrue 2006 pay increase for eleven bargaining units & non-represented employees/elected officials.

The various employee leave balances (personal, sick, vacation, compensatory time) for 1/1/07 were reviewed throughout the month of January and the first part of February with correct balances being posted to employee accounts on February 18.

Began working with Phyllis Hartman and Deb Schmiede to program direct deposit options.

### **Health Insurance**

Jan O'LEARY requested updated life insurance beneficiary forms from members of



Probate Court USWA, District Court AFSCME, and Road Patrol Supervisor Unit.

Jan O'Leary updated health insurance employer rates for 1/1/07 change.

### **Voluntary Employees' Beneficiary Association (V.E.B.A.)**

The election of officers was conducted at the January meeting. Mr. Rick Dryzga was elected Chairperson and Ms. Judy Samyn was elected Vice-Chairperson. Road Commissioner Richard Gromaski and Road Commission Group Trustee Steven Gray are new members of the Board.

December 31, 2006 V.E.B.A. actuarial information was collected from participating employer groups in March.

### **Retirement**

The election of officers was conducted at the January meeting. Mr. Rick Dryzga was elected Chairperson and Ms. Judy Samyn was elected Vice-Chairperson. Road Commissioner Richard Gromaski and Road Commission Group Trustee Steven Gray are new members of the Board.

Assisted in preparation of Power Point presentation of general retirement system information.

Danean Wright and Naomi Wallace began the process of converting all active member and retiree files to color coded, side tabbed file system.

Naomi Wallace developed a form which will be used to followup with employees who have failed to return their retirement membership form.

### **401K**

Normal Activity.

### **Self Insurance**

Meetings to discuss Occupational Health Care providers.

### **General Administration**

Attended three full-day sessions of accounting software presentations and several F.I.S.T. committee meetings.

Delivered a Power Point presentation of the Retirement System and V.E.B.A.

### **Budget**

The year-end closing process was the primary focus of the budget department in the first quarter of 2007. The accounts payable process requires additional work during this period since most vouchers processed in January and February are accrued in the prior year and therefore are entered both in 2007 against the payables and in 2006 against the budgets. In addition, all grants were closed and reported for the quarter

ending December 31, 2006 using the modified accrual method of accounting.

Also included in year-end work this year was some analysis for General Fund revenues, accounts payable vendor reconciliements and encumbrance accounting, as well as analysis of reserved and designated fund balances.

In addition, work on the 2007 budget book was begun and completed.

### **Accounting**

Attended three site visits and F.I.S.T. committee meetings for new financial software package.

Closing the books in preparation for the 2006 year end audit.

### **Purchasing**

Drafted:

- Liber Scanning
- Fixed Wing Aerial Application for Mosquito Control
- Truck with Plow Assembly for Buildings and Grounds
- Health Department Medical Director
- Waste Collection

Bids Sent Out:

- Fixed Wing Aerial Application for Mosquito Control
- Phone Service
- Truck with Plow Assembly for Buildings and Grounds
- Waste Collection

RFP's/RFQ opened:

- Fixed Wing Aerial Application for Mosquito Control
- Copier
- Truck with Plow Assembly for Buildings and Grounds
- Waste Collection

Bids Awarded:

- Phone Service to AT&T
- Waste Collection service to Waste Management
- Buildings and Grounds Truck to Garber Chevrolet
- Fixed Wing Aerial Application to Reed's Fly-On Service

Other Items:

- Continuing FIST committee meetings, completed site visits. Have set up vendor tutorials for committee members.
- Working with AT&T to smoothly transition phone service.
- In the process of preparing procedures for the cell phone policy.

- Continued work with Radio Sub-committee meetings.
- Worked with departments to match asset tag number to fleet fuel card assignments and license plates.
- Ordered new municipal license plates.
- Fuel Fleet account now managed online: changes, additions, deletions, invoice receipt.
- Took EasyWeb training class to maintain the purchasing section of the web site.
- Worked with personnel to gather information for the cell phone and computer purchasing program.

## **HEALTH DEPARTMENT**

### **Administration**

The Health Department continues to move forward with the Work Process Redesign, which includes remodeling of the Health Department physical layout and development of a staff cross-training plan. First Quarter progress by the Building and Grounds Department staff on this project includes completion of the Health Director, Maternal/Child Health Services Manager and Medical Director offices, continued remodeling of the employee break area, installation of new ceiling tiles and painting of the WIC Coordinator and Emergency Management Coordinator offices. A new client intake area and front desk were installed with funding from the WIC infrastructure grant.

Phase Two of the project will continue this year with remodeling of the Family Planning and Health Screening Clinic areas, public and employee restrooms, as well as painting of the back hallways, the Emergency Management and Preparedness Manager and Health Educator offices and the Laboratory. Please continue to pardon our mess as we renovate.

The Health Department continues to work with Bay-3 TV to implement the yearly programming calendar established in January. All Health Department Divisions/Programs, and the Division on Aging are presenting short programs for broadcast on Bay 3-TV.

The Health Department purchased the Teletask software system, which is a call reminder system. This system will be implemented in second quarter this year to call WIC and Immunization clients and remind them of clinic appointments. An important feature of this system is its ability to implement a number of call-down functions in an emergency. This will enable both the Health Department and other County departments to implement their emergency call-down lists when necessary.

The Health Department underwent the Michigan Public Health Accreditation survey. The review was conducted by the Michigan Departments of Community Health, Agriculture and Environmental Quality. Throughout the survey, many positive

comments were made regarding the excellent services provided to the citizens of Bay County. Special recognition was given to many of the agency's policies and program operations. Of the more than 200 Minimum Program Requirements (MPR), the Health Department was only cited on 10, and is required to provide a Plan of Correction within the next 60 days. Congratulations to the Health Department staff for a job well done!

#### Meetings/Trainings attended by Health Director:

- Attended monthly Michigan Association of Local Public Health (MALPH) meetings in Okemos, and participated on the MALPH's Bioterrorism Workgroup, Pandemic Influenza Rapid Response Group, Accreditation Quality Improvement Process Workgroup, and the Public Health Leadership Workgroup
- Attended E-Team Training at MSU Extension
- Attended a legislative breakfast sponsored by the HSCC in Pinconning
- Attended bi-monthly Human Services Collaborative Council (HSCC) Board and Steering Committee meetings in Bay City

### **Children's Special Health Care Services (CSHCS)**

#### **CSHCS Case Management**

On February 6, 2007, Kathy Janer, R.N. and Laura Weiler, R.N. attended an orientation at Midland County Health Department regarding **Case Management for Children's Special Health Care Services (CSHCS)**. One Bay County family has recently received these services.

#### **CSHCS Orientation Meeting**

Kathy Janer, R.N. attended an orientation conference in Lansing for CSHCS.

#### **CSHCS Care Coordination Update**

Since November 2006, **46** families have participated in a coordinated **Level I Plan of Care** which the nurses do in the homes, per phone, at Bay County Health Department, or other location when requested by the family.

Several children also benefit from the **Level II Coordinated Care** which is provided by the nurses Kathy Janer, Laura Weiler and the CSHCS representative, Judy McGee. This coordinated care assists the families and also allows for billing which increases revenue for CSHCS.

#### **Division On Aging (DOA)**

- Two dinner theater programs were held in March (Seussical and Oliver) and a total of 211 meals were served at these events.
- The Ebony Club of Central High School performed at Rainbow Center at the Canteen on January 17 for Martin Luther King, Jr., Day.
- A total of 29 people enrolled in Osteoporosis Strength Exercise Classes in February and March.
- A "Sit & Kick" exercise class was started at the Williams Dining Center on

Fridays, and Art Classes have been started at Riverside Center. The Recyclables have performed at several Dining Centers during the past three months.

- Tax clinics for seniors started the first Thursday in February at Riverside Center and will continue until April 12. This program is offered in cooperation with the VITA Program under the Retired and Senior Volunteer Program (RSVP).
- The on-site assessment was completed by Region VII Area Agency on Aging on March 20 and 21. A report should be issued in the next few weeks.
- The Dining Center Rewards Program was initiated in March to provide incentives for better attendance at the Dining Centers. Seniors earn free meals if they attend at least 15 times in the month of March.
- Division on Aging's Design Team met during this quarter, and recommendations have been completed for selection of a graphics designer for new brochures and posters. Changes for the website have been discussed and are pending changes planned by the County.
- Division on Aging's Design Team and the Senior Advisory Committee identified the need for a policy to address the issue of seniors who repeatedly fail to cancel their home delivered meals when they are away from home. This topic was addressed in the Wonderful Times newsletter and the policy will be mailed to current home delivered meals customers.

Special note: The Division on Aging underwent a survey by Region VII Area Agency on Aging with no citations! Congratulations to the staff of Division on Aging for a job well done.

### **Early Periodic Screening and Developmental Testing (EPSDT)**

36 children were screened 1<sup>st</sup> quarter, 2007.

### **Emergency Preparedness**

Meetings/Trainings Attended/Hosted by the Emergency Preparedness Staff:

#### **January**

- Attended Immunization Coalition Meeting
- Homeland Security Team Meeting
- MDCH Pandemic Open Partners Call
- COCA Conference Call - Crisis and Emergency Risk Communication, Pandemic Influenza
- Bay-Arenac ISD Superintendent Meeting regarding Tri-County School Symposium
- Hosted Region 3 Emergency Preparedness Coordinators (EPC) Monthly Meeting
- Attended Saginaw County Department of Public Health Pandemic Influenza Tabletop
- Exercise at SVSU (Dominic Smith)

- E-Team Training at MSU Extension (Dominic & Barb MacGregor)
- Sirens installed in Vets Park
- Lt. Harry Partridge from the MSP EMHSD presented MEMAC to the Bay County Township Association Quarterly Meeting
- Presentation to Columbus Ave. Citizens District Council (CDC) about Warning Systems in place for Bay County (i.e. All-Hazard Radios and television) (Paul Cormier)
- Attended Bay County Fires Chiefs Association Meeting (Paul)
- LEPC Meeting
- Region 3 BTDN Advisory Committee Meeting

## **February**

- Met with BRMC and MCA regarding MEMS training for medical professionals in Bay County
- Rick Pabalis conducted a telephone training for interested staff (Deb Rosebush & Melissa Maillette)
- CPR Training
- Monthly Region 3 EPC meeting and MDCH OPHP teleconference in Lapeer (Melissa)
- Attended supervisor training in Saginaw (Melissa)
- Tri-County Pandemic Influenza School Symposium
- Provided BCHD Staff In service on Emergency Preparedness
- Region 3 BTDN Advisory Committee Meeting
- Bird Flu Presentation at Bay-Arenac Behavioral Health (Dominic)
- Webcast: Mental Implications of Public Health Emergency
- Bay 3TV Taping: All Hazard Radio Awareness Week (Paul)
- Presentation to South-End Citizens District Council (CDC) about Warning Systems in place for Bay County (i.e. All-Hazard Radios and television) (Paul)
- Attended Bay County Fire Chiefs Association Meeting (Paul)
- Human Services Stakeholders Meeting at DHS to review Human Services Annex
- Conducted quarterly MIHAN High Test Alert

## **March**

- Met with BRMC and MCA regarding MEMS training for medical professionals in Bay County
- Radio Sub-Committee Meeting at Central Dispatch
- School Lock-Down Procedures information meeting at Bay Arenac ISD (Melissa)
- Region 3 BTDN Advisory Committee Meeting
- Monthly Region 3 EPC meeting and MDCH OPHP teleconference in Sandusky (Melissa)
- Midland County Public Officials Breakfast (Melissa)
- Attended Bay County Veterinarians Monthly luncheon to provide information about zoonotic and communicable disease reporting, the MEMS Training for Clinicians, and Disaster Animal Response Plan feedback (Melissa & Marilyn Laurus)
- Bay County Incident Management Team Quarterly Meeting
- BCHD Accreditation

- Division/Department Head Meeting (Melissa)
- District 3 EMC Meeting in Saginaw (Melissa)
- Bay 3 TV Taping: Taping for Michigan Public Health Week (Dominic)
- Provided two Bloodborn Pathogen Trainings for Buildings & Grounds Staff (Domnic)
- Attended Media Training in Lansing (Dominic)
- Bay County LPT Meeting

*\* Participated in monthly 800 MHZ radio drills*

**Acronyms:**

BRMC = Bay Regional Medical Center

MCA = Medical Control Authority

MEMS = Modular Emergency Medical System

MSP EMHSD = Michigan State Police Emergency Management & Homeland Security Division

MEMAC - Michigan Emergency Management Assistance Compact

ISD = Intermediate School District

LEPC = Local Emergency Planning Team

LPT = Local Planning Team

MIHAN = Michigan Health Alert Network

MDCH OPHP = Michigan Department of Community Health Office of Public Health Preparedness

BTDN = Bioterrorism Defense Network

DHS = Department of Human Services

**Environmental Health**

*Note: These are Preliminary Numbers That Are Subject to Change.*

Fixed Food Est. Inspections	157	Number of Parcels Evaluated	25 +
Mobil, Vending & STFU Inspections Temp. Food Est. Inspections	9	Number of On-site Sewage Disposal Permits Issued	25
		Number of Alternative/Engineered Sewage Systems Approved	1
Follow Up Inspections	35	Number of Failed System Evaluations Conducted	7

Number of Plans Received for Review	1	Number of Complaints Regarding Sewage Investigated	4
Number of Plans Approved	0	Number of Well Permits Issued	17
Consumer Complaints Investigated	11	Number of Abandoned Wells Plugged	13
Food borne Illness Complaints Investigated	6	Number of FIA Related Inspections Completed (Day Cares, AFC Homes, Etc.)	5

### Family Planning

<b>Number of Unduplicated Persons Receiving Services in Family Planning Clinic</b>
601
<b>Number of Encounters in Family Planning Clinic</b>
773

### Immunizations

Vaccination Type	Number Administered
DTaP	33
Td	20
Tdap	70
Hib	66
Meningococcal Conjugate	78
HPV	88
Hib Hep B	5
Hep B (Pediatric)	25
Hep B (Adult)	54
IPV Dose	28
MMR	11
MMRV	35
Varicella	30
Pneumococcal Conjugate (PCV7)	83
Pneumonia PPV 23	1
Hep A (Pediatric)	27



Hep A (Adult)	14
DTaP-Hep B-IPV	55
Hep A / Hep B	9
Rotavirus	39
Influenza	92
TB Testing	248
<b>TOTAL</b>	<b>1111</b>

### **Laboratory**

Number of Clients		Number of Tests	
Jan	343	Jan	570
Feb	284	Feb	507
Mar	Not Available	Mar	Not Available

### **Maternal and Child Health Services**

Kathy Janer, the MIHP registered nurse attended the "Parents as Teachers" 5 day conference/seminar held at the Bay Arenac ISD in January.

Jennifer Don attended two child death review meetings, one in January and one in March.

Jennifer, Kathy and Amy, the MIHP staff, attended the Harvey Karp conference at the Double Tree Hotel in Bay City in March.

As of March 26, 2007, there have been 106 referrals to the Maternal Infant Health Program. Of these, 24 infant support and 38 maternal support clients were enrolled in addition to the 185 clients already participating. Of the 38 maternal clients enrolled, 28 of these women were also enrolled in Childbirth Education classes through Bay regional medical Center.

### **Medicaid Outreach**

For this quarter, Medicaid Outreach activities included lead testing, enrolling pregnant women, mothers and infants into the Maternal Infant Health Program (MIHP) and assisting individuals and families with completion of the on-line Michigan Medicaid eligibility application. There were 48 maternal screens completed and 19 pregnant women were assisted with obtaining Medicaid by the MIHP secretary. Additional activities included informing families about the Early Periodic Screening Developmental Testing (EPSDT) program with an emphasis on educating families about the value of preventive health services and periodic exams, and referrals to our Family Planning Program. Staff also verified individuals' current Medicaid eligibility status prior to conducting visits through our MIHP.

### HIV/Communicable Disease

HIV = 69 tested, 54 of which were post-test counseled (78%)

STD = 125 visits to clinic recorded

### Women, Infants and Children (WIC) Program

	New	Recertification	Reinstate	Infant Evaluation	High Risk	Nutrition Education	Bulletin Board	Internet Education	Total	Lead Eligible *	Lead Check Done	Lead Check done at Doctor	Lead Check Refused
Jan	108	259	55	61	44	51	40	84	702	94	18	64	12
Feb	77	236	37	61	25	41	74	48	610	95	20	79	2
Mar	86	278	49	51	42	23	75	44	652	71	15	61	1
Total	271	773	141	173	111	115	189	176	1964	260	53	204	15

### HOUSING

The beginning of the year is a slow time for Center Ridge Arms. There were no new move-ins and no move-outs during this period. We continue at 100% capacity.

We submitted to HUD our MASS (Management Assessment for Public Housing Agencies) report. This report allows HUD to evaluate the performance of public housing agencies in all major areas of management operations. Some of the areas of importance in our report show that we had 19 apartments vacated during the year. Our average turnaround time was approximately 11 days, well below the average.

We had 22 emergency work orders during the year which must be addressed and fixed within 24 hours. We also had approximately 700 non-emergency work orders which must be completed within 25 days. I am proud to report that the average number of completion days for both emergency and non-emergency work orders was well within the guidelines.

On March 12<sup>th</sup>, Center Ridge Arms offered its parking lot for anyone wishing to salute Pvt. Bufford "Kenny" VanSlyke on his final journey. Pvt. VanSlyke was killed in Iraq and the funeral procession passed Center Ridge Arms. We had many of our residents proudly waving the flag along with members of the community.

Our annual audit was completed in March by Anderson, Tackman & Co. We are now waiting for the results of that audit.

## **MSU EXTENSION**

Michigan State University (MSU) Extension is an educational outreach unit of Michigan State University. While working in the community, non-traditional educational programs are provided to help families, whether in farm, rural, or urban settings, to survive. Education provided by MSU Extension extends beyond the brick-and-mortar assistance that may be of interest in other areas of community support.

The following programs are highlighted for this quarter. Many are accomplished in collaboration with other departments or organizations with MSU Extension taking leadership.

**Agriculture and Natural Resources** – This quarter marks the completion of the 2006-2007 winter meetings for farmers. Many educational sessions took place that included information on environmental concerns, proper pesticide usage, farm transition planning, and commodity information. Over nine educational workshops took place in this quarter that reached over two hundred people. At the end of the quarter, work was started for the 2007 variety plots for both Bay and Arenac counties.

The programs held this quarter addressed many issues. Some of the environmental topics covered will lead to less pesticide usage or better use that will decrease the amount of pesticide contamination. There were classes to help teach farmers the proper use of pesticides. This will lead to fewer problems with pesticides in the environment and fewer health and safety issues with the farmers. Farmers were also given information on pests and the proper way to take care of them to minimize crop damage, which would limit income. There was also a meeting to help farmers pass farms on to the next generation. This prevents farms from being tied in probate court and minimizes taxes to the heirs. Lastly the commodity information is meant to help farmers boost their yield and ultimately make more money.

In the first quarter of the year, numbers were compiled for 2006 Master Gardener Volunteer Program. A total of 1,587 volunteer hours were logged in Bay County by 56 Master Gardeners, which puts the dollar value on volunteer hours at \$29,787.99 in 2006. Forty-one Master Gardeners achieved basic or recertification for 2007.

The Master Gardener program is gearing up for a new growing season. Development continues on partnering with the area veterans groups and the City of Bay City to work on the veterans' memorial in Veterans' Park, partnering with R.S.V.P. to grow vegetables for Hidden Harvest, and continuing to partner with M-Dot to enhance the Linwood Rest Stop.

**Children, Youth, and Family Programs: Family Consumer Sciences, Family Nutrition Program, and Breast Feeding Initiative** – This quarter the Building Strong Families program was delivered by way of 128 home visits and 4 families participated at the YWCA Family Enrichment Program group sessions.

In the first quarter of 2007 a total of 676 participants (children, adults, and seniors) completed FNP nutrition education classes. Classes were held at different locations including the YWCA, Women's Shelter, Work First, Head Start, elementary schools, and with direct service delivered by home visits.

A total of 298 direct contacts were made in the first quarter relative to breastfeeding education and counseling. Contacts were made through home visits, phone calls, and visits at the WIC office. The newly formed Breast Feeding Club was held at the WIC office. The club was well received by breastfeeding moms and membership continues to grow.

A total of 86 participants, daycare providers, and preschool teachers received Penn State's Better Kid Care material. A total of 480 hours of child care education hours were logged. In addition, an 18-hour Relative Care training was held, with 16 participants completing the class. Better Kid Care programs continued at Head Start staff meetings. MSU Extension staff trained 36 county employees CPR in the first quarter of 2007.

**Children, Youth, and Family Programs: 4-H Youth Programs** – 4-H has been very busy this quarter recognizing youth and leaders, as well as promoting and executing new programs. A new 4-H club has formed focusing on archery. This club will work on safety and skill as they complete their educational training with leaders. Two more 4-H leaders will train to lead youth on the archery project area in the next quarter. They will work with the two current 4-H archery leaders.

The 2007 Youth Awards Banquet was held in February. Over 100 awards were presented to 4-H youth in successfully completed 2006 project areas. This year, two "Friends of 4-H" awards were also awarded, one to Rosie's Pies of Kawkawlin and one to Michigan Brand Meats of Bay City. The 4-H state program leader, Dr. Cheri Booth, was in attendance at this year's award banquet. Dr. Booth spoke to those in attendance about the life skills 4-H brings to the youth of Bay County.

February also brought us the 2007 4-H Winter Workshop, sponsored by the Bay County 4-H Advisory Council. This was an opportunity for youth in Bay County to spend a day learning about new and different project areas. Those project areas included soap making, leather craft, wood working, archery, jewelry design, cake decorating, and many more. Over 40 youth participated in the workshop. This is the first winter workshop the Bay County 4-H Council had offered, and based on the success plans are to offer it again next year.

Livestock Association held their annual spaghetti dinner fundraiser in February. The group was able to raise \$2,000 for barn improvements. Some of the barn improvements the group has identified include: a new PA system, barn painting, new tie-up system for steers, a small animal scale, and several others. The Livestock Association plans to start some of these projects this spring, with summertime being the main focus for project completion.

The 2007 Leader Banquet was held in March, with over 30 leaders in attendance. Leaders were recognized for their years of service and dedication to the youth of Bay County. The Leader of the Year award was given to Carol Wazny of the Country Cousins Critters and

Kids 4-H Club of Linwood. Carol has been a dedicated volunteer with the Bay County 4-H Program for over 12 years.

Non-traditional 4-H programming is growing as well. We continue to build our relationship with the Bay City Public Schools with in-school programming efforts. Currently we are focusing on character education, healthy eating, and fitness in middle schools. We are also programming at the Essexville, Pinconning, and Bay City Boys and Girls Club's sites. Our focuses include tobacco prevention and building good decision-making skills.

Other events developed in the first quarter are the annual Shaggy Spring Fling Horse Show to be held in April, the annual vegetable contest and Rocket J chicken contest for the 2007 fair, barn improvements, and community service projects.

**Successful Futures** - Successful Futures and MSU Extension organized a group that has the function of addressing moms who use substances during pregnancy and infants born drug exposed. We are collaborating with DHS, the Bay County Health Department, Early On, Bay Regional Medical Center, BABH and River Haven to enhance collaboration and continuum of care with these families. We are also in the process of trying to get some involvement from local pediatricians. This group came about due to the high number of referrals Successful Futures had been receiving from BRMC where mothers have screened positive for drug use during pregnancy. Successful Futures and MSU Extension staff also had an information and resource table at the Dr. Harvey Karp "Happiest Baby on the Block" presentation that was sponsored by BRMC in March. Approximately 300 people were in attendance.

## 9 1 1

- Susan Rhoederick was promoted to a Supervisor II. Shannon Howell and Jessica Thayer are actively in training.
- We have had close to 3 months of the new 12hr shifts, we will be reevaluating whether we will continue on them at the end of the 6 month trial period.
- Our new state of the art ergo dynamic furniture was installed in February. This enables the dispatchers to sit or stand. The Center was also rearrange so that everyone can see each other and make communications amongst each other more efficient. What great collaboration between our department, maintenance, ISD and the vendors on site to make this transition as smooth as possible.
- The week of March 19<sup>th</sup>, the Michigan Public Safety Communications division with the assistance of several local agencies did an 800 MHZ study. We also did a side by side coverage study of our own radio system. The results of this study should be complete by early April. The next step will be a cost analysis.

- Our second request to the FCC for a transmitter on the Whitefeather Tower was returned again. We have put a third request in with an "over the air study". Hopefully this study will prove no harmful interference to Canada's frequencies.
- An RFP has been drawn up for a Microwave system. We will be in the process of going to the committees for board approval of this. A Microwave system would take the place of leased phone circuits for our radio system. These circuits cost over \$6,000.00 per month and are the root of the majority of our radio problems. The pay back would be approximately five years.
- It was discovered that we could use hard cabling for 3 radio circuits between 911 and the County building rather than the costly AT&T circuits. We are in the process of switching to the hard cable which will save us almost \$400.00 per month.
- We have implemented a Media paging procedure. Rather than the Media calling into dispatch all the time or us faxing information, our supervisor on duty would page the Media (one single number). The page includes the time/location of incident, type of incident and who is the reporting agency. This will be especially helpful when roads are closed due to an accident or a structure fire. Also the Media will no longer be allowed to call into 911 dispatch for information.
- Several Certificates of Excellence given this quarter; Sally McCaffrey, Jane Kneller, Chancellor Smith and Stacy Schultz for their extraordinary lifesaving efforts. These incidents include everything from assisting with CPR, suicide prevention, capturing of a felon and life and death calls out on the Saginaw Bay. This is not to exclude high quality work that the whole 9-1-1 staff does on a daily basis in this stressful environment.
- We hosted a 2 day Conflict Resolution for Supervisors in which 4 of our Supervisors attended along with other Supervisors from 911 agencies through out the state.